

STAT

**ADMINISTRATIVE - INTERNAL USE ONLY****PRINTING AND PHOTOGRAPHY DIVISION
WEEKLY REPORT FOR PERIOD ENDING
12 July - 18 July 1984****I. Items or Events of Major Interest that Have Occurred
During the Preceding Week**

STAT A. Safety Activities: Representatives of the Safety Staff, DDA met with [redacted] on 7-13. Items discussed were: (1) SS and GSA will conduct fire alarm tests between 1000-1030 hours on Wednesday, 18 July. It will not be necessary to evacuate the building. (2) The SS is preparing individualized fire evacuation plan booklets for all Agency buildings. A rough draft of P&PD's was presented, and accepted by P&PD to complete. (3) Of major concern is SS's recommendation to install a new fire alarm system at P&P which will be independent of the Headquarters system. Estimated cost is \$50,000. The SS can provide in-house design service for such a system. (4) Finally, the SS arrangements with the NBPO were discussed re the on-going hazards of the construction activity, and plans to keep P&PD informed of situations impacting the building. Employees will have to tolerate some inconveniences for awhile.

B. Metal Reclamation Program: In compliance with the Federal Government and Agency Precious Metal Reclamation Program, the following materials/metal have been transported to the appropriate vendors since 4 January 1984:

1. Scrap Silver Flakes: 248 pounds or 3,538.28 troy ounces, and at the present value of \$8.28 per troy ounce will return to the Government the net sum of \$29,296.96.
2. Film Silver Bearing Waste Materials: During the past six months, P&PD turned over to National Photographic Interpretation Center (NPIC) a total of 302 boxes of silver bearing waste for reclamation.
3. Aluminum Plates: 53,145 pounds of classified and unclassified aluminum plates were transported to the appropriate vendor for recycling. The average price of \$0.43 per pound will be returned to the Agency for a net return of \$22,799.15.

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C. Micrographic Support

1. The Memorandum of Understanding between Department of Justice and P&PD has been finalized. P&PD will convert 60 cubic feet of legal type documents to microfiche over the next two years. Members of Photography Branch are scheduled to provide an on-site file preparation demonstration to DOJ personnel. The material is highly classified and compartmented.

2. A request for source document microfilm support has been received from Department of Army, Intelligence and Threat Analysis Center (ITAC) through their NPIC contact

STAT The request consists of approximately 900,000 pages of biographic information. The request is currently being reviewed by Photography Branch.

D. Waste Paper Disposal

1. Samples of shredded material were received from Mr. Leonard Hult, Engineering Director, Moreno Press, Inc., of Oakwood, GA. This plant is one of two known sites that use the Contamination Control Corp (CCC) 'Blue Box' system, and a shredder. However, the samples are considerably larger than others that we have seen, and would not be acceptable for Agency security purposes. Mr. Ault stated that while the product is adequate for their needs, lighter weight paper and a finer shredder screen would provide a smaller, more confetti-like product.

2. Samples were also obtained from the Bureau of Engraving (BOE) during the site inspection of their facility. The BOE uses two separate systems with different requirements for postage stamps and currency. The systems were designed in-house by the Engineering Department. Components of several manufacturers are used to make up the system, which works very nicely for their purposes. BOE does not have the variety of papers that P&PD must consider handling. Both of their systems are several years old and are cyclone separators.

3. Further exploration of potential methods of capturing classified paper waste in a paper salvage system will continue.

E. Photography Branch Support: A priority requirement for one day turnaround of 166 maps for one copy each was accomplished on Thursday using the Xerox 2080 printer. These sensitive copies were required by the Map Library for pouching overseas on Friday. The Xerox 2080 was used because of the oversize originals and provided exact copies.

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II. Significant Events Anticipated During the Coming Week

None



C/P&PD/OL

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